

**PERMIT TECHNICIAN
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**

SALARY RANGE: \$18.79 - \$25.19 per hour
 20 hours per week/ 8 a.m. – 12 noon

CLOSING DATE: July 9, 2013

ABOUT THE JOB: The Permit Technician provides assistance to the public in the application and issuance of building division permits, verifies that pre-requisite approvals are met and plans and drawings are ready for review, provides information about the submittal and inspection process, and communicates requirements to the public.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provide varied building code and land use information to the public
- Review, prepare and process building permit applications and plan submittals
- Issue over-the-counter, mailed, faxed or electronic permits after determining all information is correct
- Route plans and permit applications
- Compile daily inspection requests and coordinate inspection scheduling with homeowners
- Collect fees and provide cashier function, process daily deposits and refunds
- Research computer and historical files for building permit history and information
- Provide excellence in internal and external customer service
- Support and respect diversity in the workplace.

TO QUALIFY: Requires a high school diploma or GED and three years of experience in administrative support and customer service with one year of experience in processing building permit applications or an equivalent combination of education and experience.

Requires the ability to learn processes associated with building permit applications, use of automated permit system and construction terminology, read and understand basic construction document information. Certification as an International Code Council Permit Technician is preferred.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be submitted on our website at www.BeavertonOregon.gov.